

(As of February 20, 2001)

Section 3-301. Powers, Duties and Functions --

1. The council shall appoint and fix the salary of the city clerk.
2. The city clerk shall:
 - (a) Be the clerk of the council.
 - (b) Take charge of, safely keep and dispose of all books, papers and records which may properly be filed in the city clerk's office and keep, in separate files, all ordinances and resolutions and cumulative indices of the same or exact copies thereof, enacted or adopted by the council, and all rules and regulations.
 - (c) Have custody of the city seal, which shall be used to authenticate all official papers and instruments requiring execution or certification by the city clerk. A copy of the impress thereof, certified to be genuine, and also a copy of such seal when altered or changed by the council, shall be filed in the office of the lieutenant governor.
 - (d) Conduct all elections held within the city and perform voter registration functions pursuant to this charter or the laws of the state.
 - (e) Perform such other functions as required by this charter or by law.
3. The city clerk may appoint the necessary staff for which appropriations have been made by the council.
4. Subject to the provisions of this charter and applicable rules and regulations adopted thereunder, the city clerk shall have the same powers with respect to the personnel of the city clerk's office as the department heads in the executive branch. *(Reso. 83-357)*